

# Technology Action Research Project Proposal Instructions

## Technology Action Research Digital Portfolio (PLN) Instructions:

- Review your Digital Portfolio to ensure functionality for all components.
- Create a blog space to house your bi-weekly reflections during your internship.
- Create an Internship tab that will document digital artifacts (images, screenshots, videos, embedded presentations)

## Action Research Proposal Paper Instructions:

- Prepare a 1 page executive summary explaining the goal of your research project (Including research questions)
- Prepare a 2-3 page literature review (with 5-7 references) establishing context for your research project.
- Prepare a 1 page summary of your assessment protocol.
- Present any assessments, questionnaires, focus group protocols, etc. as appendices to your paper.
- Prepare a graphic organizer presenting the timeline of your research project as an appendix to your paper.
- Prepare an Informed Consent Letter as an appendix to your paper.
- Organize all materials into one APA-aligned paper (7-10 pages with references). See <https://owl.english.purdue.edu/owl/resource/560/01/> for more information about preparing your work in APA format.

## IRB Application Instructions:

- Visit <https://www.ycp.edu/about-us/offices-and-departments/institutional-research/institutional-review-board/> for general information about the IRB process at York College.
- Visit <https://www.ycp.edu/media/york-website/institutional-research/IRB-Advice-for-Student-Investigators.pdf> for candidate information about submitting an IRB
- Visit <https://www.ycp.edu/media/york-website/institutional-research/Social-and-Behavioral-Research-Form.pdf> and download the IRB form for conducting human research (Social and Behavioral).
- Complete all required areas of the form.
- Download the completed form and include it with your application
- Formally submit the application to the York College IRB \*\*\**This must be completed independently prior to any data collection*

## Memorandum of Understanding Instructions:

- Download the Memorandum of Understanding.
- Secure permission from a district level administrator to conduct the internship with a signature.

## Submission Requirements:

- Compile all components of your proposal and convert them (if needed) to PDF files and submit them (all at once) to MED@ycp.edu by October 1st (Spring Internship), March 1st (Summer Internship), or July 1st (Fall Internship).
  - Education Technology Internship Application
  - Needs Assessment
  - Internship Paper
  - Signed Memorandum of Understanding
- Approval will be granted by November 1st (Spring Internship), April 1st (Summer Internship), or August 1st (Fall Internship).
- Enroll in MED 632.

*Technology Action Research Project  
Proposal Rubric*

Candidate Name:		Project Title:	
<b>Technology Leadership Digital Portfolio</b>			
<b>Rating Scale:</b>		<b>3-Distinguished 2-Proficient 1-Needs Improvement</b>	
Included functional web address			
All required components included (Action Research blog and tab)			
<b>Internship Paper</b>			
Thorough contextual analysis. (5-7 sources).			
Free from structural or grammar errors.			
Valid, reliable, and thorough data collection procedures			
Included required appendices (GO, surveys, informed consent)			
Error-free in-text citations and references (APA format)			
<b>Internal Review Board Application</b>			
Included a thorough IRB application			
All required components comprehensively addressed			
Included a graphic organizer displaying the data collection process			
<b>Memorandum of Understanding</b>			
Included a signed Memorandum of Understanding from the LEA		Yes	No
Comments:			

<b>Total Points:</b> ___ / 30		
<b>Alternative Experience Grade Key</b>		
<b>Accepted</b> <i>This project is accepted. You may schedule your internship.</i> 30-26 points	<b>Accepted w/ Revisions</b> <i>Please make the revisions described in the comments before you begin your internship.</i> 25-21 points	<b>Rejected</b> <i>Major revisions required. Schedule an appointment with your coordinator.</i> 20 or fewer points

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_